



CITY OF HOUSTON

Job Posting

	SL/CMD
1	Applications accepted from: ALL PERSONS INTERESTED
2	Job Classification SENIOR PLAN ANALYST
3	Posting Number PN# 111714
4	Department Public Works & Engineering
5	Division Planning & Development Services
6	Section Code Enforcement/Sign Administration
7	Reporting Location 3300 Main *
8	Workdays & Hours M - F, 8 a.m. - 5 p.m.*
	*Subject to change
9	DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS Provides review, analysis, and interpretation of construction documents to ensure compliance with various codes, ordinances and regulations. Consults with architects, engineers, contractors and the general public on preliminary plan reviews, permit requirements, ordinances and procedures related to Sign Administration. Interfaces with other technical disciplines and departments on code enforcement and plan review processes. Responds to inquiries concerning code requirements. Approves construction documents for issuing building permits. Reviews and writes requirements for plans which do not meet city building codes. Reviews corrected plans and/or re-submittals. Enters data into computer to issue building permits. Analyzes construction and material standards.
10	WORKING CONDITIONS This position is physically comfortable. The individual has discretion about walking, standing, etc. There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.
11	MINIMUM EDUCATIONAL REQUIREMENTS Requires a related Associate's degree, such as Building Inspection or the equivalent.
12	MINIMUM EXPERIENCE REQUIREMENTS Two (2) years of skilled, journey level experience in building trades, inspection or plan examining in the area of analysis to be performed are required. Two (2) additional years of skilled, journey level experience in building trades, inspection or plan examining in the area of analysis to be performed may be substituted for the above degree requirement.
13	MINIMUM LICENSE REQUIREMENTS None
14	PREFERENCES Preference may be given to applicants who are certified by the International Code Council (ICC). Preference will be given to applicants with experience in the sign industry to include sign code knowledge. Excellent communication skills and bilingual skills.
15	SELECTION/SKILLS TESTS REQUIRED None However, the Department may administer a skills assessment evaluation.
16	SAFETY IMPACT POSITION ___ Yes <input checked="" type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	SALARY INFORMATION Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div>Salary Range - Pay Grade 18 \$1,480 - \$1,699 Biweekly \$38,480 - \$44,174 Annually</div>
18	OPENING DATE July 5, 2006
19	CLOSING DATE Open Until Filled
20	APPLICATION PROCEDURES Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7734. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.
	An equal opportunity employer